

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on January 21, 2010 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay WI

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

**EXCUSED:** CARLA BUBOLTZ

**ALSO PRESENT:** LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, (staff); DAVID SACHS, ERIC BAUMAN, ERIC SIEBERS (Boldt Engineering) and NICK DOUGLAS (citizen).

President Terry Watermolen called the meeting to order at 6:00 p.m. and welcomed new board member, Monica Golomski. Monica is actively involved in several Ashwaubenon committees and was recommended to the Library Board by former board member, Mike Aubinger.

### APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Pletcher, to approve the agenda. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the December 17, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received by the Board.

### OPEN FORUM FOR THE PUBLIC

Nick Douglas (Green Bay) was present and expressed an interest in sustainability.

### NOMINATING COMMITTEE REPORT/ANNUAL ELECTION OF OFFICERS

Denise Bellmore and John Hickey recommended the following slate: President: Terry Watermolen; Vice-President, Kathy Pletcher; Secretary, Carla Buboltz; and Financial Secretary, John Hickey. Aforementioned parties agreed to serve in these roles if elected. Additional nominations were called for three times. There were no other nominations. Motion by Theisen seconded by Kegel, to approve the following recommended slate: Terry Watermolen as President; Kathy Pletcher as Vice-President; Carla Buboltz as Secretary; and John Hickey as Financial Secretary. Motion carried unanimously.

### FACILITIES REPORT

a. **Boldt Engineering Report on the Ashwaubenon, Kress Family, Southwest and Weyers-Hilliard Branch Libraries.** David Sachs (Vice-President, Design Services), Eric Bauman (Project Architect) and Eric Siebers (Electrical Specialist) from Boldt Engineering presented on their findings from the assessment conducted on the Ashwaubenon, Kress Family, Southwest and Weyers-Hilliard Branch Libraries (the complete and final report can be viewed on the library's web site). It is their opinion that a wide range of issues exist with the facility. Some are major while others are moderate and some are minor. In order to provide a valuable comparison tool, the same point scoring system used for the Central Library's assessment, with an overall score of 1000 points possible, was used to assess each building's HVAC, electrical and plumbing systems; the building envelope, life safety and handicap accessibility compliance. Overall, there were a lot of positives and some issues that need attention. One common issue at all four branches was the lack of emergency lighting.

The Kress Family Branch Library built in 2003, received an overall rating of 84% which places it in the **good condition** category. It has some acoustic problems and is in need of a complete re-commissioning. The Ashwaubenon Branch Library, built in 1970's, received a rating of 61%, placing it in the **acceptable condition** category. The style of the building causes a natural snow and ice hazard; has some humidification problems and the bathrooms are not ADA compliant. The Southwest Branch Library, built in 1958, scored 65%, placing it in the **acceptable condition** category. It has had several upgrades (windows, roof, carpet, ceiling fire alarm) but lacks storage and adequate exit signs. The Weyers-Hilliard Branch Library, built in 2000, received a score of 82%, placing it in the **good condition** category. Challenges include leaking windows, cedar siding, sinking parking lot pavement and a lack of storage space.

A preventive maintenance plan would include short-term planning (1-5 years) and long-term planning (20 years). All branches are well maintained and have aged well. But there are a lot of improvements that could be made that would add substantial value and economically extend their lifespan.

Paul Kegel suggested prioritizing the short-term issues by dollar amount necessary to complete them. Some issues can and are being addressed at this time.

Lynn expressed appreciation to Boldt for their expertise and availability and that the firm was great to work with. Sachs also commented that he has worked with several clients but the pride in the Brown County libraries is very evident and made a difference in the work they conducted.

Discussion continued after the Boldt representatives left the meeting. Lynn would like to integrate the assessments, energy audit and Kress Solar Energy proposal to see how they fit and work together and then suggest what direction to move in at the next Board meeting. All were in agreement.

- b. **Solar Energy Project at Kress Family Library** Lynn distributed a draft of the project description to be used as support for fundraising. Randy Lawton is serving as the project manager. An intern from the De Pere chamber is working on a promotional piece. Lynn indicated that the group has really thought the project through and continues to be impressed with their enthusiasm. It is important to remember that this is not only a project that focuses on energy efficiency and renewable energy but one that will educate citizens about sustainability.
- c. **Energy Conservation Methods Update** Lynn and Curt just met with Bill Dowell and Nate Curell from Facilities. There is a \$50,000 grant available to the library to use for energy projects. The Direct Digital Controller was a previously authorized expenditure. There is a potential for additional cost savings if some of the ECMs are done at the same time including converting the variable inlet vane to VFD at Weyers-Hilliard; sealing duct leaks at the Kress and Ashwaubenon Branches; and improving the building envelope at Southwest. Re-commissioning Kress is the next priority but the grant may not pay for this. Since the Library Board has already approved the lamp replacement, Bill suggested that the grant pay for this up to \$11,000 and the Board would instead approve funding the re-commissioning of Kress. Curt added that the re-commissioning of Weyers-Hilliard was moved to a lower priority until the DDC was installed and a new assessment could be conducted to measure the differences. Motion by Pletcher, seconded by Golonski, to approve payment of the Kress re-commissioning from the library's regular maintenance budget instead of the re-lamping project since this can now be paid from the energy grant. Motion carried. Lynn will review the energy audit to see if there are any projects that could be covered by the energy grant.
- d. **Appoint East Branch Lease Review Committee** Terry reported that he and John Hickey are early in the discussion with the (new) owners. The branch is a high-demand branch and talks are underway.
- e. **Progress on RFP for Architectural Services- Appoint board member to serve on selection committee** Proposals were due at 4:00 on this day. Two non-mandatory walk-throughs were done with a total of 28 firms participating. A selection committee including Nate Curell, Bill Dowell, Adam Warpinski, Lynn and a board member will review the RFP and narrow the selection. That group will be interviewed. There is a possibility that the pre-design architect will become the architect for the project. Kathy Pletcher volunteered to serve on the selection committee. The right architect will have a major influence on the future of the library.

Curt followed up that additional emergency lighting and exit lighting is being worked on. An emergency contingency plan regarding the circuit breaker has been created.

#### ACCOUNTANT'S REPORT

- a. **Financial Report** A financial report was not available because the books were still open for 2009 and through January, 2010.
- b. **Acceptance of Gifts Grants and Donations** A report was not available.
- c. **Carryover Funds** A notice of budget carryover was sent to the Department of Administration. Motion by Bellmore, seconded by Pletcher, to authorize the carryover of funds in the non-lapsing library account and library contributions donation account. Motion carried.
- d. **Furlough Impact Discussion** Fred Mohr indicated at recent contract negotiations that a proposal regarding the 5 furlough days is close to being ready (but would have to be negotiated). He acknowledged that the library is different because of Library Board authority. Talks presented the options that staff could take these 5 days as floating furlough - 1 day per pay period; staff could use compensatory, vacation or casual time. A discomfort is that the

library's salary budget line is \$134,000 short based on an assumption that there will be unfilled, open positions and the funding for the furlough days. If this proposal allows the use of comp or vacation time, it will not save any money. If the furlough cannot be arranged, it is the opinion of the Library Board that the county has to put that money (approximately \$55,000) back in the budget. The funding needs to be there or other measures to make up the shortfall will have to be examined. The library's labor contracts guarantee a 37.5 hour work week. That language is binding and is a roadblock in enforcing the furlough days.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly Update** Denise Bellmore reported that the NFLS Board officers were elected. Kay Krall is President; Denise Bellmore is Vice-President; John Hickey is Treasurer and Cheryl Maxwell, Secretary. Rosetta Stern is a member at large. Rick Krumwiede was present and gave a report on OWLSnet but did not mention BCL. The board approved the Resource Library Agreement. There was an interest in knowing more about resource libraries. Lynn will present on what a resource library does for a library system. John commented that the Brown County representatives are all contributing and are working on educating the other counties about what Brown County should be receiving as a member of NFLS. OWLSnet has reached the point where they cannot sustain the services they provide and may have to reduce what they offer.

Terry suggested a policy for Continuing Education staff travel. This will be an agenda item in February. Denise wondered about required CE hours for staff. This idea will be explored.

The annual collection development grant was received from NFLS in the amount of \$47,206. This amount is based on population and is intended to build the collection. **Motion** by Kegel, seconded by Hickey to approve the Library Services Grant. **Motion carried.**

#### **INFORMATION SERVICES REPORT ON SERVICES RECEIVED**

Lynn reported that we have major issues the speed of the Internet on the public computers. Additional DSL connections will be installed but doesn't really compare to broadband speed. Preparatory steps are being made towards the migration to Sirsi/Dynix. A broad overview was outlined and a telephone meeting was held with the Sirsi/Dynix project manager.

The Board is very concerned about the slowness and connectivity of the wireless network. Kathy Pletcher will schedule a meeting with Bob Heimann to discuss these issues.

#### **PRESIDENT'S REPORT**

Per John VanderLeest, a meeting was held to discuss fundraising. Terry stressed the importance of having the support of the County Board and County Executive when it comes time to raise funds.

#### **DIRECTOR'S REPORT**

Lynn noted that this was her 24<sup>th</sup> Board meeting and what a pleasure it has been to work with this board and administrative staff. Library Legislative Day is February 16 in Madison. Board members were encouraged to attend as it is a good opportunity to speak to legislators and build support for libraries. A new arm of the Friends of the Library was created called Branch Buddies of the Brown County Library. They will oversee the ongoing branch book sales.

**Motion** by Pletcher, seconded by Hickey to recognize Paul Schierl and Kim La Plante for their service to the Library Board and to present them each with a Resolution of Appreciation. **Motion carried.**

#### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

#### **ADJOURNMENT**

**Motion** by Pletcher, seconded by Golomski, to adjourn the meeting. **Motion carried.**  
The meeting adjourned at 8:30 p.m.

#### **NEXT REGULAR MEETING**

February 3, 2009

Central Library

6:00 p.m.

Respectfully submitted,  
John Hickey, Secretary  
Sue Lagerman, Recording Secretary